

DEC 20 1953

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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Administrative Assistant Positions, Contact Division,
Office of Operations [REDACTED]

REFERENCE: a. Memorandum, dated 18 November 1953, from Acting
Personnel Director to Acting Deputy Director
(Administration), with annex, same subject.

b. Buckslip from ADD/A to AD/O, dated 21 Nov 53,
covering reference a.

c. Memorandum from Chief, Contact Division, to
AD/O, dated 1 December 1953, same subject.

1. After a careful study of referenced memoranda, I have reached
the following conclusions:

a. Adequate justification is presented in reference a for 25X1A
a general upgrading of Contact Division [REDACTED] Administrative
Assistants from GS-7 to GS-8 (2 votes for retention of GS-7, four
votes for GS-8, 1/2 vote for GS-9).

b. The argument raised in reference a, paragraph 3e, "pro-
motion to GS-8 would not provide any considerable value monetarily
and would in several cases only serve to postpone the problem for
another two or three years" is not considered valid as the minimum
monetary goal would be approximately \$400.00 over a four year period.

c. A general upgrading from GS-7 to GS-9 could mean an
increase of \$1600.00. If word got outside the Agency in areas
where comparable positions in industry are lower than Government--
and there would be quite a few, I feel that CIA could be severely
criticized for broadening its base at a time when efforts are being
made on the part of Government to economize.

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d. An increase in Government compensation to meet salary
competition in industry is justified, but an increase in salary to
hold an employee to a particular job, regardless of its responsi-
bilities, is not a valid argument. Paragraph 3 of reference c is
concurrent in as a sound argument and, although [REDACTED] Chiefs
have my complete understanding in not wanting to lose good and
loyal administrative assistants, I am not sympathetic to the point
of view that they should be promoted because they are unwilling to
advance in the field of [REDACTED]

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e. The reasoning of reference c, paragraph 2, in my estimation outweighs the statement in reference a, paragraph 3a, and I feel there is justification for a two grade increase in such offices [REDACTED] as opposed to a one grade increase in the other offices.

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2. This office does not consider itself qualified to comment on that part of reference a, paragraph 5, dealing with Security [REDACTED]

3. It is recommended that:

a. The general level of Administrative Assistant positions in Contact Divisions [REDACTED] be raised from GS-7 to GS-8, and

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b. The Administrative Assistant positions at [REDACTED] be raised to GS-9.

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[REDACTED]
GEORGE G. CAREY

Assistant Director for Operations

Enclosures
Referenced Memoranda

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[REDACTED]
HARRISON G. REYNOLDS
Assistant Director for Personnel

Date: 22 March 1954

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